



Better solutions all around

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL ACQUISITION SCHEDULE PRICE LIST**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**Advertising and Integrated Marketing Solutions (AIMS)**

**FSC Group: 541**

**Contract Number: GS-23F-0288L**

**Contract Period: September 19, 2001 - September 18, 2016**

**Circle Solutions, Inc.  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102  
Telephone: (703) 821-8955  
Fax: (703) 902-1250  
[www.circlesolutions.com](http://www.circlesolutions.com)**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through Modification #PO-0020 dated September 19, 2011**



**Contract Holder**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): *Please refer to [Page #4](#) for a more detailed description*

- 541-1, Advertising Services
- 541-4A, Market Research and Analysis
- 541-5, Integrated Marketing Services
- 541-1000, Other Direct Costs



541-1RC, 541-4ARC, 541-5RC, 541-1000RC

**Disaster Recovery Purchasing Program** Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates beginning on [Page #22](#)

1c. Labor Category Descriptions: Please refer to [Page #9](#)

2. Maximum Order: \$1,000,000.00 per SIN; however, agencies may place, and Circle may honor, orders exceeding this limit in accordance with FAR 8-404. Agencies are encouraged to seek price reductions for orders in excess of \$1,000,000.

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic Only

5. Point of Production: McLean, VA

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: \$250K - \$500K: 0.5% discount  
\$501K - \$1 Million: 1.0% discount  
**Discount on labor only (does not include ODCs).**

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is* accepted above the micro-purchase threshold *up to \$25,000*.  
No additional discount is offered for use of the Purchase Card.

10. Foreign Items: None

11a. Time of Delivery: To be negotiated at the task order level.

11b. Expedited Delivery: Will be considered on a case-by-case basis.  
Requirements will be negotiated at the task order level.

11c. Overnight and 2-Day Delivery: Will be considered on a case-by-case basis.  
Requirements will be negotiated at the task order level

11d. Urgent Requirement: Will be considered on a case-by-case basis.  
Requirements will be negotiated at the task order level.

12. F.O.B. Point: Destination

## GENERAL CONTRACT INFORMATION (CONTINUED)

- 13a. Ordering Address: Circle Solutions, Inc.  
Attn: Contracts Department  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Circle Solutions, Inc.  
Attn: Accounts Receivable  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: Accept at or below the micro-purchase threshold and above the micro-purchase threshold *up to \$25,000*. No additional discount is offered for use of the Government Purchase Card.
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): All other terms and conditions for services to be negotiated at the task order level.
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable): Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Circle follows all Section 508 guidelines as they pertain to each task order.
25. Data Universal Number System (DUNS) Number: 048298954
26. Circle Solutions, Inc. *is* registered in the Central Contractor Registration (CCR) database.

## **CONTRACTOR INFORMATION**

Circle is an employee-owned professional services firm that provides services, products, and technologies in support of healthier, safer people and communities. Located in the Tysons Corner (VA) technology corridor near Washington DC, Circle has concentrated on health, criminal justice, and other social issues while supporting Federal, State, and private-sector clients throughout the nation since 1980. For four years, before the award was discontinued, Circle was recognized by the Washington Business Journal as one of Washington's Top 25 women-owned businesses. For five years, Circle has been recognized by the Washington Business Journal as one of Washington's Top 25 Meeting Planners. Circle's primary business areas include:

- [Conference and Event Services](#)
- [Communication Development and Design](#)
- [Outreach and Promotion](#)
- [Clearinghouses and Information Centers](#)
- [Research and Knowledge Management](#)
- [Integrated Services](#)
- [Storage and Distribution](#)
- [Information Technology](#)

## **CONTRACT OVERVIEW**

GSA awarded Circle Solutions, Inc. a GSA Federal Supply Schedule contract for Advertising and Integrated Marketing Solutions (AIMS), **Contract Number GS-23F-0288L**. Circle's first option period was completed on September 18, 2011. GSA has exercised option period two from September 19, 2011 – September 18, 2016 with one additional 5-year option period remaining. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Kristina Lewis, Executive Vice President  
Circle Solutions, Inc.  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102  
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## **MARKETING AND TECHNICAL POINT OF CONTACT**

Caroline Watler, President  
Circle Solutions, Inc.  
8280 Greensboro Drive, Suite 300  
McLean, VA 22102  
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Email: [cwatler@circlesolutions.com](mailto:cwatler@circlesolutions.com)

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Advertising and Integrated Marketing Solutions. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Circle Solutions, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 541-1 / 541-1RC, Advertising Services
- 541-4A / 541-4ARC, Market Research and Analysis
- 541-5 / 541-5RC, Integrated Marketing Services
- 541-1000 / 541-1000RC, Other Direct Costs

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### ***541-1 / 541-1RC Advertising Services***

Circle Solutions, Inc. will promote public awareness of an agency's mission and initiatives, public understanding of complex technical and social issues, dissemination of information to industry and consumer advocacy groups and engaging in recruitment campaigns. This SIN encompasses various advertising methods to include, but not limited to advertising objective determination, message decision/creation, media selection and advertising evaluation. Some typical tasks involved in development and execution of an advertising campaign may include:

- Advertising objective determination: Providing consultation services that identify the direct objectives to develop strategies for conducting the advertising campaign in order to provide the best methods of public education. Typical tasks associated with this phase include the identification of the target market, their response and target frequency to align with available budget.
- Message decision/creation: Accomplishing the advertising objectives to develop the advertising message and corresponding collateral.
- Media selection: Conducting market research to identify the appropriate media vehicle (print, radio, television, etc.) in promoting the agency's message. Typical tasks may include, but are not limited to:
  - Direct Mail Services: Incorporates effective timing of messages, a method of reaching prospects directly, and diversity in advertising formats. Services may include: address list compilation; addressing services; test mailing services; warehousing/clearinghouse services; and mail advertising services including direct mail and postage (most economical means to the government). Using the Coding Accuracy Support System software and National Change of Address to match addresses with the U.S. Postal Service database may be required.
  - Outdoor Marketing and Media Services: Will promote agencies' advertising and integrated marketing efforts. Types of services may include but are not limited to: painted and/or electronic displays; posters; billboards (both standard and electronic); banners; bulletins; balloons; skywriting; and bumper stickers. Also, assembling, repairing and maintaining displays may be required. Novelty items in conjunction with advertising services are also included. Examples of advertising sites are: all modes of transit such as buses to include exterior and interior panels; train and subway stations; taxi tops; truck trailers; sporting events; airport displays; and kiosks.
  - Broadcast Media (Radio, TV and Public Service Announcements (PSA)): Promotes public awareness and/or prepares the consumer market for a product or service. These services may cover the full spectrum of services necessary from conception to implementation of the broadcast media. Examples of typical tasks are: development of radio or television announcements; creative development of draft scripts and storyboards; TV monitoring; paid advertising; media buying; instantaneous satellite services; and ad placement verification services.
- Advertising evaluation: Effectively measures success of advertising campaign through various methods.
- Related activities to advertising services.

#### ***541-4A / 541-4ARC Market Research and Analysis***

Circle Solutions, Inc. will provide services to include, but are not limited to:

- Customizing strategic marketing plans
- Branding initiatives
- Creating public awareness of products, services, and issues
- Targeting market identification and analysis
- Establishing measurable marketing objectives; determining market trends and conditions; identifying and implementing appropriate strategies
- Conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results
- Establishing call centers (in relation to services provided under this schedule)

#### ***541-5 / 541-5RC Integrated Marketing Services***

Circle Solutions, Inc. will provide a complete solution that integrates various services found under the other SINs. Services required under this SIN may include the creation of comprehensive solutions using strategically targeted marketing plans that include full service execution of media planning and creative multimedia campaigns. These comprehensive solutions include services available separately under:

- 541-1 Advertising
- 541-2 Public Relations
- 541-3 Web Based Marketing
- 541-4 Specialized Marketing.

**NOTE:** SIN 541-5 may not be used to fulfill individual requirements that are covered separately by other SINs in this schedule. SIN 541-5 may only be used to fulfill comprehensive agency requirements that span multiple service offerings from the schedule.

#### ***541-1000 / 541-1000RC Other Direct Costs***

Other Direct Costs (ODCs) are expenses other than labor hours. All ODCs proposed must be directly related to a service being offered under this Schedule and can only be purchased in conjunction with the Schedule service. Possible ODCs may include such items such as audio/visual equipment, facility rental, commercial production, media costs, booth space rental, etc.

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that **Circle Solutions, Inc.** meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide AIMS services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**



## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENTS

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs. The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

### EDUCATION / EXPERIENCE SUBSTITUTION MATRIX

The table below presents the allowable substitutions, based on education and experience, for labor category requirements. Experience should be professional and job related; however, it does not have to be specific to the project to be accomplished.

DEGREE	EDUCATION / EXPERIENCE SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
<i>In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description</i>		
Associates	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelors	Associates + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in relevant field (e.g., CMP, PMP, MCSE, CCNP, CAN, CNE)
Masters	Bachelors + 4 years relevant experience Associates + 8 years relevant experience 10 years relevant experience	Professional License (e.g., Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL))
Doctorate	Masters + 4 years relevant experience Bachelors + 8 years relevant experience 14 years relevant experience	

#### Abstractor

Creates scope statements for reference databases; develops word lists and thesauri; locates articles and fugitive materials from a variety of sources including libraries and the Internet; translates complex concepts into plain language, summarizes the information in text abstracts according to project protocols; enters the information into a database; performs quality control process; and trains staff on searching techniques. Requires a Bachelors Degree in Library Science or a related field and 1 year of experience and familiarity with GPO and AP style guides.

#### Administrative Assistant II

Composes correspondence and basic documents and reports within project/department guidelines. May proofread and copy edits; coordinates production of project/department materials. Requires a High School Diploma and 4 years administrative experience and intermediate-to-advanced skills in word processing, spreadsheet, and database software applications.

#### Administrative Assistant

Provides secretarial support. Produces a variety of documents using word processing software. Provides project telephone support. Handles differing situations, requirements, and problems in the office according to supervisor's general instructions, corporate policies, and project goals, but using a degree of independent judgment and discretion. 3 years administrative experience; experience using computers and word processing software.

#### Associate Clearinghouse Manager

Serves as Clearinghouse Manager in Managers absence. Assists in designing and maintaining project databases. May supervise clearinghouse staff or coordinate work schedules and assignments. Serves as Senior Information Specialist and responds to complex or specialized requests from constituents. Bachelors or Masters Degree and 2 years experience as a Senior Information Specialist. Experience utilizing and maintaining database systems.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Assistant Warehouse / Distribution Center Manager

Supervises and coordinates work of temporary warehouse staff. Oversees mass mailings and mail operations. Serves as Warehouse / Distribution Center Manager in his/her absence. Requires at least three years experience in a warehouse setting, experience with mail equipment, and demonstrated successful experience coordinating mail processing activities.

### Call Center Manager

Determines configuration of call distribution system and staff. Monitors productivity of call center and generates and analyzes reports. Implements quality assurance procedures and monitors call center services. Determines work procedures, work schedules, and work flow to improve efficiency of call center. Serves as primary client liaison for the project. Bachelors Degree or equivalent experience, plus 5 years related experience, with at least 2 years experience as a supervisor/manager. Experience with automated call processing/request systems.

### Call Center Supervisor

Supervises employees engaged in responding to customer requests for service, assistance, or complaints, ensuring prompt resolution of problems. Prepares related reports and analyses. Receives escalated calls and resolves issues that require additional expertise for resolution. Bachelors Degree or equivalent experience plus at least 2 years of related experience.

### Clearinghouse Manager

Responsible for managing clearinghouse project, budgets, and staff. Provides outreach promotion to project constituency and users. Assists in designing project databases. Services as client liaison. Bachelors or Masters Degree and 5 years experience as a Senior Information Specialist, or seven years experience as a Senior Information Specialist; two year's experience supervising staff and preparing and managing project budgets and developing and implementing database processes.

### Conference Assistant

Provides administrative and logistical support for Conference Department. Prints reports from database as needed for conference management tasks. Assists in responding to inquiries from speakers and meeting attendees regarding their logistical arrangements. Requires a high school diploma.

### Conference Assistant II

Provides administrative and logistical support for Conference Department. Supervises the Registration Database Specialist and ensures quality control of all database entries. Creates reports from database as needed for conference management tasks. Responds to inquiries from speakers and meeting attendees regarding their logistical arrangements. Requires a high school diploma and 2 years administrative experience.

### Conference Coordinator

Manages and coordinates framework and timelines for conferences. Researches conference sites based on client specifications. Maintains conference schedules; makes arrangements for conference space, furnishings, services, and equipment; and ensures timely shipping, setup, breakdown, and return of exhibit materials. Prepares logistical, registration, and confirmation materials. Oversees work of staff assigned to the conference. Coordinates with hotel staff for arrangements, menus, and other requirements. Provides on-site logistical support. Serves as client liaison for smaller events. Coordinates post-event activities, including reconciling bills, tabulating evaluations, and preparing post-meeting documentation. Requires a Bachelors Degree or equivalent certification plus 2 years experience coordinating meetings and events.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Conference Manager

Manages smaller conference projects. Oversees Conference Coordinators on smaller projects. Maintains conference schedules; makes arrangements for conference space, furnishings, services, and equipment; and ensures timely shipping, setup, breakdown, and return of exhibit materials. Prepares logistical, registration, and confirmation materials. Oversees work of staff assigned to the conference. Coordinates with hotel staff for arrangements, menus, and other requirements. Provides on-site logistical support. Serves as client liaison for the event. Coordinates post-event activities, including reconciling bills, tabulating evaluations, and preparing post-meeting documentation. Bachelors Degree or equivalent experience, Certified Meeting Professional, plus at least 4 years experience managing large, complex meetings/events and at least 1 year experience supervising staff.

### Database Developer/Senior Programmer

Analyzes requirements for, and plans and develops, new, complex databases/information systems affecting major aspects of company or project operations. Gives technical direction to lower-level programmers. Bachelors Degree or equivalent plus 5 years of related experience.

### Deputy Director of Conference Planning

Trains and supervises staff. Implements and updates, in collaboration with the Director, departmental policies and procedures. Manages larger conference planning contracts, including developing and managing contract budgets and work plans; working directly with clients regarding initial planning activities; and managing overall work assignments. Ensures contract deliverables are accurate and on time. Serves as back-up for Director, as needed. Requires a Bachelors Degree or may be substituted with Certified Meeting Professional plus 7 years of experience as a meeting planner which includes 3 years experience managing conference projects.

### Deputy Project Manager

Serves as Project Manager in his/her absence, including overseeing project activities, serving as client liaison, assuming personnel management tasks, ensuring completion of deliverables, and representing Manager at internal and external meetings. Trains new project staff and supervises staff. Implements and updates, in collaboration with the Project Manager, project protocols and procedures. Assists with project budget development and assists with or prepares project reports and deliverables. Requires a Bachelors Degree and 3 years of management experience, including staff supervision.

### Director of Conference Planning

Leads conference planning department, including creating and maintaining policies and procedures; managing staff; ensuring corporate and project documents meet established quality standards. Serves as corporate liaison for the conference department to Government clients. Oversees multiple award contracts and supervises all senior level staff (Conference Managers and Conference Planning Deputy Director). Monitors workflow to yield on-time, within budget deliverables that meet expected client guidelines and corporate expectations. Requires a Bachelors Degree may be substituted with Certified Meeting Professional, plus 10 years experience in the field, including managing conferences, coordinating meetings, supervising staff, and monitoring successful completion of conference-related deliverables.

### Director of Database Services

Analyzes requirements for, plans, and develops new complex databases/information systems or enhancements to existing systems affecting major aspects of company or project operations. Provides technical support to project team members. Handles complex application features and technical designs. Designs and implements the components required for complex application features. Works closely with clients on system design and development. Supervises programmers and database administrator. Requires a Bachelors Degree and 8 years of relevant experience.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Director of Distribution Services

Provides strategic direction for distribution services, including inventory management, order fulfillment, and support for administrative tasks, such as bulk copying; special mailings; exhibit and conference support; and collating and decollating. Optimizes workflow and procedures to ensure accurate inventory control and flexible fulfillment solutions. Develops, executes, evaluates, and revises policies and procedures to ensure continued quality improvement. Selects, coordinates, and manages temporary resource companies to ensure on-time fulfillment and dissemination during business peaks. Ensures facility is safe, clean, and secure. Supervises Distribution Services Deputy Director, Inventory Control Supervisor and Special Project Manager. Requires Diploma and 5 years of related experience, at least 3 of which are at the supervisory/management level.

### Director of Outreach and Marketing

Directs client efforts to design and implement awareness campaigns and recommends approaches to communicating with hard-to-reach target audiences. Recommends, designs and implements appropriate methodology for formative and summative research that supports components of awareness campaign promotion and other outreach efforts. Oversees preparation of marketing plans, strategy and budgets. Evaluates and prepares materials including print, electronic, special events and direct mail pieces. Requires a Bachelors Degree in Marketing or a closely related field and 10 years of relevant experience.

### Director of Technical Services

Manages large multi-task and IDIQ IT contracts. Establishes and directs policies and procedures for the Information Technology (IT) department. Analyzes clients' systems needs and recommends hardware and software acquisitions to achieve objectives. Ensures that appropriate staff are available and assigned to projects, and that required tools are available. Bachelors Degree with at least 10 years experience.

### Exhibit Assistant

Assists Conference/Logistics/Exhibit Coordinator with duplicating, mailings, and materials assembly. Provides word processing support for meetings/events. Processes participant reimbursements. Prepares and ships conference documents and supplies. Calls invited participants to confirm attendance and collect and process necessary information. Proficiency with word processing software plus 3 years administrative experience.

### Exhibit Coordinator

Handles all logistical arrangements related to onsite exhibit services at conferences and meetings. Organizes and arranges for staffing, packing, shipping, setup/breakdown, and return of exhibits and related materials for each venue. Processes, records and maintains all exhibit support information and related databases; prepares reports and provides recommendations on exhibit support activity; and may assist with the promotion of services at conferences and meetings. Also provides basic inquiry response support; responds to requests for information and materials received by telephone, mail, email, fax, the Web and other communication channels. Requires five years of administrative experience, including one year of experience in a customer service setting.

### Exhibit Services Manager

Manages activities involved in the planning and implementation of exhibiting and trade shows. Secures all necessary staffing, equipment, materials, and supplies for exhibits. Completes necessary documentation including contracts, deposits, and correspondence. Coordinates packing, transportation and delivery, setup, arrangement, and breakdown of exhibits and materials. Analyzes effectiveness of exhibit procedures and recommends improvements. Supervises exhibit services staff. Requires a High School Diploma and 5 years administrative experience, including at least 2 years of experience specifically organizing exhibits and trade shows.



## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Facilitator/Moderator

Serves as facilitator/moderator for small and large group activities. Assesses group objectives and implements tools and techniques to ensure success. Familiar with the field's concepts, practices and procedures. Bachelors Degree in a related area plus at least 4 years experience in the field.

### Graphic Artist

Designs art and copy layouts based on client specifications. Determines style, technique and medium best suited to produce desired effects and conform to reproduction requirements, or receives specific instruction regarding these variables. Selects type/fonts, lay s out materials, and performs related duties. Associates Degree. in a related field of study or equivalent education/experience, working knowledge of graphic design software, plus at least two years experience as a graphic artist in a commercial setting.

### Graphic Artist II

Designs art and copy layouts based on client specifications. Determines style, technique and medium best suited to produce desired effects and conform to reproduction requirements, or receives specific instruction regarding these variables. Selects type/fonts, lay s out materials, and performs related duties. Prepares original art and designs for corporate or project needs. Works with vendors to ensure accurate and high-quality printing and production. Collaborates with corporate or project managers on graphic design projects. Requires a Bachelors Degree in Graphic Design, Fine Art, or a related field; up-to-date knowledge of graphic design software; and 4 years of experience as a graphic artist.

### Information Assistant/Data Entry Clerk

Performs routine and repetitive data entry tasks using project-specific databases. Processes requests for information following specific project procedures. Requires one year data entry and clerical experience.

### Information Services Manager

Oversees inquiry response and fulfillment activities for high-volume information clearinghouses. Offers expertise in content area and programmatic mission. Supervises Senior Information Specialists and other staff. Serves as client liaison and central point of contact for Distribution Center regarding order fulfillment, special mailings, promotional activities, and other dissemination tasks. Develops outreach plans and oversees execution strategies, including managing exhibit program, coordinating panels meetings, collaborating with voluntary groups and other stakeholders, and special initiatives. Leads integrated project teams, including Web development projects, database development tasks, fulfillment services, and outreach and promotion strategies. Requires a Bachelors Degree in a related field and 2 years of experience, with 1 year of supervisory experience required.

### Information Specialist

Receives requests by telephone, mail or e-mail; receives and processes orders from customers; investigates and resolves problems of customers; answers questions and provides assistance. Maintains request processing, customer service and mailing list databases, entering data, updating records, and generating reports. Three years of customer service/information services experience plus skill in updating, maintaining and administering computerized database systems.

### Information Technology Manager

Establishes and directs the strategic long-term goals, policies, and procedures for the information technology department. Determines the company's long-term systems needs and hardware acquisitions to accomplish business objectives. Requires a Bachelors Degree or equivalent experience plus at least 10 years of experience in the IT field.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Internet Services Director

Consults with clients and project team members to design, build and manage web sites. Develops, implements, and reviews WWW policies and procedures, design concepts, technical specifications, and site architecture to meet the business objectives of the company or project. Serves as liaison for the creative content team and the IT technical team. Supervises programming staff. Bachelors or Masters Degree plus at least 5 years experience, plus knowledge of concepts, practices and procedures in the field.

### Internet Services/Network Administrator

Installs, configures, and maintains the company's network. Maintains external and internal Internet presence. Supports, monitors, tests, and troubleshoots hardware and software problems related to network and Internet services. Provides end user support for all network-based applications. Installs and configures workstations, hardware, and software. Performs a wide variety of complex tasks using a wide variety of creativity and latitude. Requires a degree in a related area, or IT certification plus a minimum of five years experience in the field.

### Inventory Control Supervisor

Responsible for receiving, storing, tracking, and moving materials within the Distribution Center. Receives, unloads, and counts all incoming product, new or returned. Adjusts stock on shelves to accommodate incoming material. Documents all adjustments of inventory counts and all location changes. Participates in all physical inventories by Circle projects. Performs cycle counts as requested. Serves as liaison to headquarters staff regarding their stored materials. Supervises Inventory Specialist. Requires a High School Diploma, forklift certification, and 3 years of experience.

### Inventory Specialist

Receives, stores, tracks, and moves materials within the Distribution Center. Receives, unloads, and counts all incoming product, new or returned. Adjusts stock on shelves to accommodate incoming material. Documents all adjustments of inventory counts and all location changes. Participates in all physical inventories by Circle projects. Performs cycle counts as requested. Requires a High School Diploma, forklift certification, and 1 year of experience.

### Librarian / Researcher

Provides library reference, research, and document retrieval services using online databases, the Internet, reference works, literature, documents, newspapers, and statistical records. Assists in reference collection development. Writes reports or presents data in formats such as abstracts or bibliographies. Bachelors or Masters Degree in a related field, plus at least 2 years of experience as a researcher/librarian.

### Logistics Coordinator

Manages and coordinates framework and timelines for meetings. Researches meeting sites based on client specifications. Prepares logistical, registration, and confirmation materials. Oversees work of staff assigned to the meeting. Coordinates with hotel staff for meeting arrangements, menus, and other requirements. Provides on-site logistical support. Serves as client liaison for the meeting/event. Coordinates post-event activities, including reconciling bills, tabulating evaluations, and preparing post-meeting documentation. Bachelors Degree or equivalent experience/certification plus at least 3 years of experience coordinating meetings and events.



## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Logistics Manager

Supervises conference personnel. Schedules, assigns, and oversees work of staff responsible for meetings/events. Manages and coordinates large and complex meetings/events. Prepares project reports, budget forecasts, and spend-down projections. Authorizes, reviews, and approves project expenditures. Develops, implements, and monitors project processes and procedures. Assures quality control of services and products. Serves as primary liaison to vendors and clients on contractual matters. Bachelors Degree or equivalent experience, CPM, plus at least 5 years experience organizing large, complex meetings/events and at least 2 years experience as a manager and supervisor.

### Marketing Assistant

Administratively assists Marketing Team in promotional communications projects, including print, electronic, special events, direct mail and market trends. Prints and collates reports on success of marketing programs. Assists in packaging of marketing plan, strategy, and budget. Requires an Associates Degree, and 1 year of relevant experience.

### Marketing Associate

Develops and coordinates production of promotional marketing materials. Assists in preparation of marketing plan, strategy, and budget. Plans promotional communications projects, including print, electronic, special events, and direct mail. Performs marketing surveys to gather information about the viability of proposed promotional projects. Researches new market trends and market reaction to promotional activities to assess strategy adjustments. Marketing Associate may supervise the Marketing Specialist and Marketing Assistant. Provides reports on success of marketing programs. Requires a Bachelors Degree in Marketing or in a related field, and 6 years of relevant experience with at least 1 year of supervisory experience.

### Marketing Specialist

Develops and coordinates production of promotional marketing materials. Assists in preparation of marketing plan, strategy, and budget. Plans promotional communications projects including print, electronic, special events, and direct mail. Performs marketing surveys to gather information about the viability of proposed promotional projects. Researches new market trends and market reaction to promotional activities in order to assess strategy adjustments. Provides reports on success of marketing programs. Marketing Degree or Bachelors or Masters Degree in a related field plus 5 years relevant experience.

### Multimedia Specialist / Web Designer

Develops and implements the interface, front pages, and tools to navigate a web site. Works under the direction of the Internet Services Director to design online user experiences. Designs and constructs web pages / sites including incorporating GUI features and other techniques. Maintains and provides ongoing update of web sites. Troubleshoots issues with existing sites and resolves them. Performs site testing. Requires a Bachelors Degree or equivalent experience plus 2-4 years experience in a related field. Familiar with standard concepts, practices, and procedures in the field.

### Network Administrator

Maintains clients' computer systems and supports website design and development for event registration activities. Supports, monitors, tests, and troubleshoots hardware and software problems related to network and Internet services. Provides end user support. Performs assigned tasks under direction of a Network Manager. Requires a Bachelors Degree or IT certification and 3 years of experience in the field.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Network Assistant

Maintains clients' computer systems on-site at Circle or in client facility in support of website design and development for event registration activities. Supports, monitors, tests, and troubleshoots hardware and software problems. Provides end user support. Requires an Associates Degree or IT certification and 1 year of experience in the field.

### Network Security Manager

Manages all network security systems for LAN/WAN, telecommunications, and voice systems, including disaster recovery, database protection, and software development. Stays abreast of issues in the field and recommends policies and materials needed to ensure that security requirements are met. Leads network security administration staff. Requires Bachelor Degree or equivalent industry standard certification with at least 5 years experience.

### Newsletter Specialist

Examines data from various sources and interprets and develops content (online and print). Develops issue story ideas, conducts research, gathers information, analyzes facts, and prepares stories, including feature stories, agency promotional announcements, calendars of events, and other organizational news. Presents agency points of view on current issues; reports on the actions of public officials, principal investigators, interest groups, and others stakeholders. Establishes credibility with scientists, chief administrators, and others through strong research and the use of appropriate sources and citations. Complies with project and publication style guides. Works with teams of editors, designers, expert reviewers, project managers, and others to produce product in accordance with quality standards. Requires a Bachelors Degree in Communications, English, or related field; excellent command of language; experience working with multiple style guides; and 5 years related experience.

### Principal Investigator

Plans, organizes and conducts research projects. Develops plan for project, or studies guidelines for project to outline research procedures to be followed. Plans schedule of project according to methods to be used, availability of resources, and number of personnel assigned to the project. Conducts research to collect, record, analyze, and evaluate data. Discusses findings with other professional personnel to evaluate validity of findings. Prepares report of completed project for publication, for presentation, or for use in further research activities. M.A., A.B.D., or Ph.D. with at least 5 years significant experience with large-scale databases or national research/technical assistance projects.

### Product Development Manager

Oversees content development and production of print, online, and other materials. Develops, implements, and maintains policies and standards; ensures efficient workflow and high-quality standards; oversees clearance process; and creates and monitors production schedules and budgets. Maintains, trains staff, and ensures compliance with project style guide and other client-specific requirements. Writes and edits information materials, translating technical research findings into plain language documents, technical fact sheets, online content, and other formats. Manages branding efforts by maintaining consistency in design and message across print, Web, and multimedia platforms. Supervises and trains project writers, librarians, abstractors, and other staff. Provides technical guidance in writing, editing, and proofreading documents. Assists with overall contract direction. Requires a Bachelors Degree in English, Journalism, or related field and 5 years of experience, and at least 1 year supervising staff.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Production Coordinator

Coordinates and executes quality control tasks, including proofreading of collateral materials. Updates and modifies project database. Coordinates conference calls, Webcasts, and other events. Manages special administrative support projects under the direction of the Director or Deputy Director or assigned senior staff. Requires a High School Diploma and 2 years experience in administrative support and/or proofreading/publications production.

### Production Manager

Manages the material tracking process among writers, editors, graphic designers, and the Web team. Develops materials development procedures and ensures they are followed. Ensures version control between HTML and PDF versions of publications. Prepares printing specifications for publications and manages Government Printing Office requests. Prepares all forms and requests necessary for external and internal review of publications. Prepares status reports. Leads meetings with materials development staff as needed. Requires a Bachelors Degree and 3 years of experience.

### Programmer

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require a Bachelors Degree. Requires 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concept s, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Reports directly to a project lead, senior programmer, or manager.

### Project Associate

Provides project-specific administrative and logistical support, including organizing, managing, and participating in conference calls, quarterly meetings, and working groups; assisting with agenda development; managing and tracking information dissemination activities; preparing and disseminating minutes; formatting, proofing, and tracking work products; Assisting with completion of technical applications and creating and modifying protocol summary sheets. Develops presentations and publications protocol. Conducts telephone interviews and general research to identify best practices and successful models. Collaborates on development of and executes outreach and awareness strategies. Works with publications to create marketing pieces, including facts sheets, publications, and newsletters. Develops and maintains listserv; creates content for Web sites. Requires a Bachelors Degree in Public Health or related field and 3 years experience.

### Project Coordinator

Serves as liaison between the project and writers, editors, and graphic designers. Tracks publications in process and ensures deadlines are met. Ensures materials development procedures are followed. Minimum of 5 years of experience in administrative support and/or proofreading/publications production; or a Bachelor's degree plus 2 years of related experience.

### Project Manager

Plans and directs activities of designated project to ensure goals / objectives are accomplished within prescribed timeframe and funding parameters. Responsible for timely and quality performance of all project deliverables. Establishes work plan and staffing requirements, assigns duties to project staff, and supervises them. Authorizes, reviews, and approves all project expenditures. Develops and maintains project budgets. Prepares project reports. Bachelors or Masters Degree or equivalent plus at least 5 years experience as a manager/supervisor in related field.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Proofreader

Serves as quality control specialist by reviewing online documents for typographical and mechanical errors. May copy edit by using independent judgment to interpret style guide and quality standards. Bachelors Degree in English or related field preferred; and minimum 1 year of related experience.

### Proofreader / Reference Verifier

Provides editing and proofreading for corporate and client products. Serves as quality assurance editor for publications deliverables. Maintains style and consistency of all project publications and materials using specific style guides. Performs literature searches and verifies references in project publications. Bachelors Degree and 3 years of related experience.

### Publications / Graphics Director

Provides strategic direction for content development (print and web) and graphic design. Supervises editorial, writing, graphic design, and illustration staff. Guides staff in development of range of products, including plain language materials, reports on scientific findings and technical working groups, meeting proceedings and summaries, consumer information brochures and fact sheets, promotional materials, and more. Creates and maintains style guides for project and company documents; ensures that corporate and project documents meet established quality standards. Ensures department follows established procedures and generates finished work product under time and budgetary constraints and ensures product yields the expected outcome. Requires a Bachelors Degree in a related field and 7 years of experience.

### Registration Database Specialist

Acts as registrar for conferences, including all database input and reports. Maintains conference databases and develops specialized fields and reports. Uses databases to produce name badges, name plates, rosters, rooming lists, etc. Proficiency with word processing and database software. High School Diploma and 2 years administrative experience.

### Research Assistant

Participates in research and development activities. Utilizes established mathematical and scientific techniques to compile and analyze data. Writes technical reports detailing procedures, outcomes, and observations. Requires a Bachelors Degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

### Research Associate / Interviewer

Searches sources to obtain data on assigned subject. Analyzes and evaluates applicability of collected data. Prepares statistics tabulations on collected data. Presents data in formats such as abstracts, bibliographies, graphs, or maps. Interviews individuals to obtain data. Bachelors or Masters Degree with 2-5 years experience and knowledge of statistical/analytical computer programs; or experience assisting with writing/publishing major sections of research reports or proposals.

### Research Methodologist / Evaluator

Designs and implements research methods, including sampling strategies, instrument development, focus group facilitation, conducting interviews, database design, and qualitative and/or quantitative analysis activities. Prepares reports or assists with report writing. May oversee data entry and analysis activities of other staff. May require a M.A., M.S., A.B.D., or PhD with at least four years of research and evaluation experience.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Science / Technical Writer

Ensures that corporate and project documents meet established quality standards; writes original text per client specifications, performing research as required. Creates style guides. Performs quality control/review of other writers' work. Requires a Bachelors Degree in a scientific field and 3 years of experience including writer/editor in the health and science arena.

### Senior Conference Coordinator

Manages and coordinates large and complex meetings/events. Manages and coordinates framework and timelines for meetings. Researches meeting sites based on client specifications. Prepares logistical, registration, and confirmation materials. Supervises support staff assigned to the meeting. Coordinates with hotel staff for meeting arrangements, menus, and other requirements. Provides onsite logistical support. Serves as client liaison for the meeting/event. Coordinates post-event activities, including reconciling bills, tabulating evaluations, and preparing post-meeting documentation. Requires a Bachelors Degree. Bachelors Degree may be substituted with Certified Meeting Professional plus at least 5 years experience coordinating meetings and events, including 1 year experience coordinating large complex meetings/events.

### Senior Graphic Artist

Establishes protocols and procedures for graphic design department. Designs art and copy layouts based on client specifications. Determines style, technique, and medium best suited to produce desired effects and conform to reproduction requirements, or receives specific instruction regarding these variables. Selects type/fonts, lays out materials, and performs related duties. Requires a Bachelors Degree in Art or Graphic Design, working knowledge of graphic design software, and 6 years of experience as a graphic artist.

### Senior Information Specialist

Supervises and provides training, technical assistance and resource support to information specialists and other inquiry response staff. Responds to complex requests for materials and information received by telephone, mail, email, fax, the Web and other communication channels. Also leads and provides technical support for specific task or project assignments; coordinates or assists with staff scheduling and training; monitors and ensures quality of services; prepares and produces reports; and leads or assists with the promotion of services at conferences and meetings.

Requires five years of experience in a customer service setting, or five years of related experience, with at least one year of experience performing supervisory level tasks.

### Senior Information Specialist II

Researches and responds to high-level or complex information requests. Writes and updates fact sheets, pamphlets/booklets, brochures, Web content, and research papers based on expertise in specific content. Bachelors Degree and at least 6 years of experience as a writer in the health and science arena.

### Senior Research Associate / Analyst

Plans, organizes and conducts research projects. Develops plan for project, or studies guidelines for project to outline research procedures to be followed. Plans schedule of project according to methods to be used, availability of resources, and number of personnel assigned to the project. Conducts research to collect, record, analyze, and evaluate data. Discusses findings with other professional personnel to evaluate validity of findings. Prepares report of completed project for publication, for presentation, or for use in further research activities. M.A., A.B.D., or Ph.D. with at least 5 years significant experience with large-scale databases or national research/technical assistance projects.

## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Senior Science / Technical Writer

Ensures that corporate and project documents meet established quality standards; writes original text per client specifications, performing research as required. Creates style guides. Performs quality control/review of other writers' work. Requires a Bachelors Degree in a scientific field and 5 years of experience including writer/editor in the health and science arena.

### Senior Technical Advisor

Serves as corporate monitor and provides special expertise to corporate projects/contracts. Recommends approaches and strategies to project design and development and provides consultation and oversight during implementation. Masters level or ten years experience in related field required.

### Senior Web Developer

Provides advanced level HTML, CSS, and Web design support. Requires degree or technical training to include understanding of Web design principles, ability to incorporate other coding elements (for example, JavaScript), plus knowledge of at least one server-side scripting language (ColdFusion, ASP.NET, PHP). Requires a Bachelors Degree or equivalent industry standard certification with 6 years of experience and with 1 year of supervisory experience required.

### Senior Writer / Editor

Create and maintain style guides for project and company documents; ensure that corporate and project documents meet established quality standards; write original text per client specifications, performing research as required; supervise editor(s) and proofreader(s). Bachelors or Masters Degree in a related field, or equivalent experience, plus 5 years experience as a writer/editor.

### Social Marketing Manager

Working under the direction of the Project Manager, scopes and develops strategic marketing and communications plan to support client mission. Facilitates planning, development, execution, and evaluation of national education and awareness campaigns. Serves as liaison with client, researches target audience and effective outreach channels, participates in strategic planning activities, offers guidance on potential approaches, designs campaign messages, tests messages, develops campaign materials, secures media placement, and evaluates campaign success. Leads integrated project teams including content writers, editors, web and print designers, database developers, subject matter experts, and others. Requires a Bachelors Degree in Public Health, or related field, and 8 years of experience.

### Social Marketing Specialist

Assists in coordinating promotional marketing materials. Assists Marketing Team in promotional communications projects, including print, electronic, special events, direct mail, and market trends. Assists in evaluating reports on success of marketing programs. Requires a Bachelors Degree in a related field, and 2 years of relevant experience.

### Special Projects Manager

Supervises a team of clerical staff who provide support for distribution services such as mass mailings, bulk shipments of publications, exhibit support, inventory counts, and other special projects. Ensures project is completed accurately and within deadline. High School Diploma and at least 3 years project related experience.



## LABOR CATEGORY DESCRIPTIONS (CONTINUED)

### Technical Advisor

Serves as corporate monitor and provides special expertise to corporate projects/contracts. Recommends approaches and strategies to project design and development and provides consultation and oversight during implementation.

### Telecommunications Supervisor / Facilities Manager

Reviews, analyzes, evaluates, and maintains company's telecommunications system. Provides user training of telecommunication features and functionality. Designs, develops and tests telecommunications software solutions. Requires 3-5 years experience in the field and related specialized training.

### Warehouse Clerk

Fills orders from warehouse stock. Processes outgoing mail for the company. Requires demonstrated ability to read and write and to move 50-pound boxes.

### Warehouse/Distribution Center Manager

Oversees warehouse facility, operation, and organization. Ensures facility is safe, clean and secure. Organizes stock and materials. Supervises warehouse staff. Five years related experience, at least two of which are at the supervisory/management level.

### Web Developer I

Provides HTML coding support, basic CSS coding, and basic image processing support. Requires an Associates Degree or equivalent industry standard training and 1 year of experience.

### Web Developer II

Develops and implements the interface, front pages, and tools to navigate a website. Under the direction of the Internet Services Director, designs online user experiences including incorporating GUI features and other techniques using coding elements such as JavaScript, ColdFusion, ASP.NET, etc. Tests sites and troubleshoots issues with existing sites to resolve them. Requires Bachelors Degree or equivalent industry standard certification and 4 years or experience.

### Writer / Editor / Notetaker

Writes, edits, proofreads, and copyedits a variety of documents. Bachelors Degree or equivalent experience in a related area plus at least 2 years related experience.

## HOURLY LABOR RATES

LABOR CATEGORY	SIN(s)	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		9/1/10 – 9/18/11	9/19/11 – 9/18/12	9/19/12 – 9/18/13	9/19/13 – 9/18/14	9/19/14 – 9/18/15	9/19/15 – 9/18/16
Abstractor	541-1, 541-4A, 541-5	\$80.24	\$83.45	\$86.79	\$90.26	\$93.87	\$97.62
Administrative Assistant	541-1, 541-4A, 541-5	\$50.52	\$52.55	\$54.65	\$56.84	\$59.11	\$61.48
Administrative Assistant II	541-1, 541-4A, 541-5	\$62.18	\$64.67	\$67.25	\$69.94	\$72.74	\$75.65
Associate Clearinghouse Manager	541-1, 541-5	\$96.90	\$100.78	\$104.81	\$109.00	\$113.36	\$117.89
Assistant Warehouse / Distribution Center Manager	541-1, 541-5	\$56.37	\$58.62	\$60.97	\$63.41	\$65.94	\$68.58
Call Center Manager	541-4A, 541-5	\$134.46	\$139.84	\$145.43	\$151.25	\$157.30	\$163.59
Call Center Supervisor	541-4A, 541-5	\$90.95	\$94.59	\$98.37	\$102.31	\$106.40	\$110.65
Clearinghouse Manager	541-1, 541-5	\$111.09	\$115.53	\$120.15	\$124.96	\$129.96	\$135.16
Conference Assistant	541-1, 541-4A, 541-5	\$51.94	\$54.02	\$56.18	\$58.43	\$60.76	\$63.19
Conference Assistant II	541-1, 541-4A, 541-5	\$60.07	\$62.47	\$64.97	\$67.57	\$70.27	\$73.08
Conference Coordinator	541-1, 541-4A, 541-5	\$77.15	\$80.24	\$83.45	\$86.78	\$90.25	\$93.86
Conference Manager	541-1, 541-4A, 541-5	\$105.76	\$109.99	\$114.39	\$118.97	\$123.72	\$128.67
Database Developer / Senior Programmer	541-1, 541-4A, 541-5	\$119.02	\$123.78	\$128.73	\$133.88	\$139.24	\$144.81
Deputy Director of Conference Planning	541-1, 541-4A, 541-5	\$117.17	\$121.86	\$126.73	\$131.80	\$137.07	\$142.56
Deputy Project Manager	541-1, 541-4A, 541-5	\$140.95	\$146.59	\$152.45	\$158.55	\$164.89	\$171.49
Director of Conference Planning	541-1, 541-4A, 541-5	\$182.50	\$189.80	\$197.39	\$205.29	\$213.50	\$222.04
Director of Database Services	541-1, 541-4A, 541-5	\$131.60	\$136.86	\$142.34	\$148.03	\$153.95	\$160.11
Director of Distribution Services	541-1, 541-4A, 541-5	\$99.49	\$103.47	\$107.61	\$111.91	\$116.39	\$121.04
Director of Outreach and Marketing	541-1, 541-4A, 541-5	\$149.98	\$155.98	\$162.22	\$168.71	\$175.46	\$182.47
Director of Technical Services	541-1, 541-4A, 541-5	\$168.97	\$175.73	\$182.76	\$190.07	\$197.67	\$205.58
Exhibit Assistant	541-1, 541-5	\$47.29	\$49.17	\$51.14	\$53.18	\$55.31	\$57.52
Exhibit Coordinator	541-1, 541-5	\$81.88	\$85.16	\$88.56	\$92.10	\$95.79	\$99.62
Exhibit Services Manager	541-1, 541-4A, 541-5	\$101.09	\$105.13	\$109.34	\$113.71	\$118.26	\$122.99
Facilitator/Moderator	541-4A, 541-5	\$142.07	\$147.74	\$153.65	\$159.80	\$166.19	\$172.84
Graphic Artist	541-1, 541-4A, 541-5	\$79.47	\$82.65	\$85.95	\$89.39	\$92.97	\$96.69
Graphic Artist II	541-1, 541-4A, 541-5	\$86.77	\$90.24	\$93.85	\$97.60	\$101.51	\$105.57
Information Assistant / Data Entry Clerk	541-1, 541-4A, 541-5	\$45.71	\$47.55	\$49.45	\$51.43	\$53.49	\$55.63



LABOR CATEGORY	SIN(s)	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		9/1/10 – 9/18/11	9/19/11 – 9/18/12	9/19/12 – 9/18/13	9/19/13 – 9/18/14	9/19/14 – 9/18/15	9/19/15 – 9/18/16
Information Services Manager	541-1, 541-4A, 541-5	\$96.45	\$100.31	\$104.32	\$108.49	\$112.83	\$117.35
Information Specialist	541-1, 541-4A, 541-5	\$56.94	\$59.22	\$61.59	\$64.05	\$66.61	\$69.28
Information Technology Manager	541-1, 541-4A, 541-5	\$163.72	\$170.29	\$177.10	\$184.19	\$191.55	\$199.21
Internet Services Director	541-1, 541-4A, 541-5	\$136.45	\$141.91	\$147.58	\$153.49	\$159.63	\$166.01
Internet Services / Network Administrator	541-1, 541-5	\$118.24	\$122.96	\$127.88	\$132.99	\$138.31	\$143.84
Inventory Control Supervisor	541-1, 541-4A, 541-5	\$51.23	\$53.28	\$55.41	\$57.63	\$59.93	\$62.33
Inventory Specialist	541-1, 541-4A, 541-5	\$41.89	\$43.57	\$45.31	\$47.12	\$49.01	\$50.97
Librarian/Researcher	541-1, 541-4A, 541-5	\$98.36	\$102.30	\$106.40	\$110.65	\$115.08	\$119.68
Logistics Coordinator	541-4A, 541-5	\$81.88	\$85.16	\$88.56	\$92.10	\$95.79	\$99.62
Logistics Manager	541-4A, 541-5	\$100.04	\$104.04	\$108.20	\$112.53	\$117.03	\$121.71
Marketing Assistant	541-1, 541-4A, 541-5	\$72.84	\$75.75	\$78.78	\$81.94	\$85.21	\$88.62
Marketing Associate	541-1, 541-4A, 541-5	\$126.09	\$131.13	\$136.38	\$141.83	\$147.51	\$153.41
Marketing Specialist	541-1, 541-5	\$96.02	\$99.88	\$103.88	\$108.03	\$112.35	\$116.85
Multimedia Specialist / Web Designer	541-4A, 541-5	\$81.88	\$85.16	\$88.56	\$92.10	\$95.79	\$99.62
Network Administrator	541-1, 541-4A, 541-5	\$100.31	\$104.32	\$108.50	\$112.84	\$117.35	\$122.04
Network Assistant	541-1, 541-4A, 541-5	\$81.60	\$84.86	\$88.26	\$91.79	\$95.46	\$99.28
Network Security Manager	541-1, 541-4A, 541-5	\$126.09	\$131.13	\$136.38	\$141.83	\$147.51	\$153.41
Newsletter Specialist	541-1, 541-4A, 541-5	\$105.19	\$109.40	\$113.77	\$118.32	\$123.06	\$127.98
Principal Investigator	541-4A, 541-5	\$227.02	\$215.76	\$224.39	\$233.37	\$242.70	\$252.41
Product Development Manager	541-1, 541-4A, 541-5	\$126.09	\$131.13	\$136.38	\$141.83	\$147.51	\$153.41
Production Coordinator	541-1, 541-4A, 541-5	\$59.33	\$61.70	\$64.17	\$66.74	\$69.41	\$72.18
Production Manager	541-1, 541-4A, 541-5	\$81.59	\$84.85	\$88.25	\$91.78	\$95.45	\$99.27
Programmer	541-1, 541-4A, 541-5	\$81.88	\$85.16	\$88.56	\$92.10	\$95.79	\$99.62
Project Associate	541-1, 541-4A, 541-5	\$81.59	\$84.85	\$88.25	\$91.78	\$95.45	\$99.27
Project Coordinator	541-1, 541-4A, 541-5	\$74.17	\$77.14	\$80.22	\$83.43	\$86.77	\$90.24
Project Manager	541-1, 541-4A, 541-5	\$163.72	\$170.29	\$177.10	\$184.19	\$191.55	\$199.21
Proofreader	541-1, 541-4A, 541-5	\$74.17	\$77.14	\$80.22	\$83.43	\$86.77	\$90.24
Proofreader / Reference Verifier	541-1, 541-4A, 541-5	\$85.95	\$89.39	\$92.96	\$96.68	\$100.55	\$104.57
Publications / Graphics Director	541-1, 541-4A, 541-5	\$126.08	\$131.12	\$136.37	\$141.82	\$147.50	\$153.40

LABOR CATEGORY	SIN(s)	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
		9/1/10 – 9/18/11	9/19/11 – 9/18/12	9/19/12 – 9/18/13	9/19/13 – 9/18/14	9/19/14 – 9/18/15	9/19/15 – 9/18/16
Registration Database Specialist	541-1, 541-4A, 541-5	\$59.33	\$61.70	\$64.17	\$66.74	\$69.41	\$72.18
Research Assistant	541-4A, 541-5	\$47.29	\$49.17	\$51.14	\$53.18	\$55.31	\$57.52
Research Associate / Interviewer	541-4A, 541-5	\$60.54	\$62.96	\$65.48	\$68.10	\$70.82	\$73.66
Research Methodologist / Evaluator	541-4A, 541-5	\$227.02	\$172.16	\$179.04	\$186.20	\$193.65	\$201.40
Science/Technical Writer	541-1, 541-4A, 541-5	\$108.01	\$112.33	\$116.82	\$121.50	\$126.36	\$131.41
Senior Conference Coordinator	541-1, 541-4A, 541-5	\$97.98	\$101.90	\$105.98	\$110.21	\$114.62	\$119.21
Senior Graphic Artist	541-1, 541-4A, 541-5	\$96.27	\$100.12	\$104.13	\$108.29	\$112.62	\$117.13
Senior Information Specialist	541-4A, 541-5	\$71.93	\$74.81	\$77.80	\$80.91	\$84.15	\$87.51
Senior Information Specialist II	541-1, 541-4A, 541-5	\$111.10	\$115.54	\$120.17	\$124.97	\$129.97	\$135.17
Senior Research Associate / Analyst	541-4A, 541-5	\$118.24	\$122.96	\$127.88	\$132.99	\$138.31	\$143.84
Senior Science / Technical Writer	541-1, 541-4A, 541-5	\$117.17	\$121.86	\$126.73	\$131.80	\$137.07	\$142.56
Senior Technical Advisor	541-4A, 541-5	\$151.87	\$157.94	\$164.26	\$170.83	\$177.67	\$184.77
Senior Web Developer	541-1, 541-4A, 541-5	\$146.22	\$152.07	\$158.15	\$164.48	\$171.06	\$177.90
Senior Writer / Editor	541-1, 541-4A, 541-5	\$111.09	\$115.53	\$120.15	\$124.96	\$129.96	\$135.16
Social Marketing Manager	541-1, 541-4A, 541-5	\$149.98	\$142.86	\$148.57	\$154.52	\$160.70	\$167.12
Social Marketing Specialist	541-1, 541-4A, 541-5	\$77.15	\$80.24	\$83.45	\$86.78	\$90.25	\$93.86
Special Projects Manager	541-1, 541-4A, 541-5	\$60.76	\$63.19	\$65.72	\$68.35	\$71.08	\$73.92
Technical Advisor	541-1, 541-5	\$142.07	\$147.74	\$153.65	\$159.80	\$166.19	\$172.84
Telecommunications Supervisor / Facilities Manager	541-1, 541-4A, 541-5	\$87.97	\$91.48	\$95.14	\$98.94	\$102.90	\$107.02
Warehouse Clerk	541-1, 541-5	\$39.46	\$41.05	\$42.69	\$44.40	\$46.17	\$48.02
Warehouse / Distribution Center Manager	541-1, 541-5	\$87.34	\$90.82	\$94.46	\$98.23	\$102.16	\$106.25
Web Developer I	541-1, 541-4A, 541-5	\$64.55	\$67.13	\$69.82	\$72.61	\$75.51	\$78.53
Web Developer II	541-1, 541-4A, 541-5	\$99.03	\$102.99	\$107.11	\$111.40	\$115.85	\$120.49
Writer / Editor / Notetaker	541-1, 541-4A, 541-5	\$73.79	\$76.73	\$79.80	\$82.99	\$86.31	\$89.76

**NOTE:** All labor rates are inclusive of the Industrial Funding Fee (IFF).

## OTHER DIRECT COSTS

SIN	OTHER DIRECT COST	UNIT OF ISSUE	CEILING RATE
541-1000	Advertising Development	Per Ad	\$27,959.70
541-1000	Article Placement-Supplement Expense	Per Invoice	\$59,946.25
541-1000	Audio-Visual Expense	Per Event	\$44,062.21
541-1000	Clipping Service	Per Invoice	\$448.98
541-1000	Coffee Breaks / Meals	Per Event	\$53,680.96
541-1000	Computer Equipment	Per Invoice	\$19,055.43
541-1000	Computer Use / Programming	Per Month	\$14,967.66
541-1000	Conference Electric	Per Event	\$2,426.90
541-1000	Conference Materials Expenses	Per Item	\$17,925.14
541-1000	Conference Postage	Per Mailing	\$89,471.03
541-1000	Conference Registration Fees	Per Registrant	\$11.18
541-1000	Conference Shipping	Per Invoice	\$11,470.01
541-1000	Conference Storage	Per Event	\$7,295.24
541-1000	Conference Supplies	Per Invoice	\$9,752.86
541-1000	Conference Telephone	Per Invoice	\$361.55
541-1000	Consultant / Industry Expert	Per Event	\$33,544.37
541-1000	Courier Services	Per Run	\$4,650.26
541-1000	Document Acquisition	Per Invoice	\$352.57
541-1000	Drayage	Per Event	\$5,069.09
541-1000	Duplication Services	Each	\$13,728.27
541-1000	Educational Materials	Each	\$364.45
541-1000	Equipment Rental	Per Invoice	\$11,673.20
541-1000	Exhibit / Conference Shipping	Per Invoice	\$1,005.44
541-1000	Exhibit Design / Construction	Per Invoice	\$24,960.36
541-1000	Exhibit Space Rental	Per Invoice	\$14,225.90
541-1000	Exhibition Registration Fees	Per Invoice	\$669.54
541-1000	Federal Express	Per Invoice	\$9,911.69
541-1000	Focus Group	Per Occurrence	\$9,452.65
541-1000	Focus Group Facility	Per Invoice	\$30,760.99
541-1000	Honoraria to Speakers	Per Day	\$559.19
541-1000	Mailing Services	Per Entry	\$2.78
541-1000	Media Placement	Per Release	\$21,808.56
541-1000	Meeting Room Rental	Per Event	\$31,270.89
541-1000	Office Supplies	Per Invoice	\$12,769.33
541-1000	OSS Allocation	Per Month	\$52,306.22
541-1000	Printing Services	Per Item	\$730,922.76
541-1000	Printing-Labels	Per Occurrence	\$1,778.42
541-1000	Reference Database Usage	Per Record	\$0.39
541-1000	Security	Per Event	\$16,591.28
541-1000	Software	Per Invoice	\$4,478.69
541-1000	Stock Photo Composition	Per Photo	\$4,674.86

SIN	OTHER DIRECT COST	UNIT OF ISSUE	CEILING RATE
541-1000	Subcontractor Support, Fulfillment and Storage	Per Month	\$120,766.33
541-1000	Subscriptions	Per Invoice	\$546.79
541-1000	Telephone / Fax Services	Per Invoice	\$3,278.13
541-1000	Temporary Help Services	Per Invoice	\$6,159.10
541-1000	Training Materials Packing	Per Event	\$3,509.61
541-1000	Transcription / Court Reporting	Per Occurrence	\$2,932.11
541-1000	Translation Services	Per Translation	\$44,541.96
541-1000	US Postage	Per Invoice	\$41,716.73
541-1000	Videotape Reproduction	Per Invoice	\$68,999.90
541-1000	Warehouse Costs	Per Month	\$45,673.84
541-1000	Yellow Pages Direct	Per Invoice	\$20,199.47

**NOTE:** Per Circle's commercial practices, the ceiling rates listed above for Other Direct Costs are inclusive of both G&A and the Industrial Funding Fee (IFF)